

SECTION I

OVERVIEW AND SCOPE OF THE SYSTEM

.01 WHAT THE SYSTEM DOES

- A. Provides drivers and State vehicles with access to an entire Network of refueling sites. Most refueling locations are available 24 hours a day, 7 days a week.
- B. Insures the security and accountability of every gallon of fuel, and quart of oil that drivers put into each vehicle.
- C. Provides each agency with detailed and summary information regarding driver and vehicle performance and fuel cost data.
- D. Allows each agency to monitor and control an increasingly significant expense – the cost of fueling and operating the State's Motor Vehicle Fleet.
- E. Track fuel consumption monthly to allow allocation if gasoline shortages or fuel rationing should ever become a reality.
- F. Allows each agency to purchase fuel at the most favorable price each week.
- G. Supplies fuel usage data directly to the Department of Budget and Management's WebFleetMaster System relieving agencies of this task.

02. HOW THE SYSTEM WORKS

The State, through the Department of General Services (DGS), Inventory Standards and Support Services Division (ISSSD) has contracted with Commercial Fuel Systems (CFS), Inc. of Mt. Airy, Maryland to provide a system that will dispense gasoline, diesel, motor oil and alternative fuels to the State fleet 24 hours a day, 7 days a week; be economically feasible; readily accessible on State property; and easy to use. Commercial Fuel Systems has provided the State with a fully automated system known as Fuel-Net™. Gasoline, diesel, motor oil and alternative fuels at each refueling site is owned by the Contractor who will invoice each of the using agencies as product is consumed.

Each driver and every State vehicle is issued a plastic magnetic card that will be swiped through a card reader attached to automated pumps at each fueling site. When the vehicle operator swipes a valid (yellow) driver card and a valid (white) vehicle card separately (one after the other) through the magnetic card reader, a specialized computer called the Site Controller will allow the operator to access a gasoline, diesel, CNG (Compressed Natural Gas), or motor oil pump to obtain fuel or motor oil. The date, time, amount of fuel/motor oil, and identity of the driver and the vehicle are recorded by the controller and subsequently sent to a centralized computer for processing.

Besides recording the fuel dispensed, the centralized computer monitors the level of fuel in each underground storage tank and checks for tank leakage and other environmental concerns. Re-ordering and delivery of bulk fuel for each tank is automatically controlled and is the responsibility of the Contractor. The Contractor also repairs and maintains the Statewide Fuel Dispensing and Management System during the contract period. The State no longer purchases fuel for those refueling sites under the control of the System. The centralized computer also generates periodic reports detailing transactions by driver, vehicle and account (budget code). Summary reports and management information reports are also available from the System.

.03 WHO SHOULD BE ON THE SYSTEM

All drivers of State vehicles should be enrolled in the system.

To achieve the maximum potential savings, every State owned “OVER THE ROAD” vehicle should be on the system. Most State owned “Off Road” vehicles and equipment such as **boats, ground keeping equipment, generators, compressors, etc.** should also be on the system. The goal is to enroll as many agencies, vehicles and drivers as possible. Those agencies not connected to the network and have their own fuel supply can also benefit by using the system while on long trips around the State. It is intended that, with few exceptions, all agencies, vehicles and drivers will be on the system and that refueling at private service stations will be virtually eliminated.